



JOB DESCRIPTION

Position Title: **Manager**

Working Area: **Extension Services**

Class Code: 4501

Exempt

EEO Code: 02

Effective Date: August 30, 2002

Major Function

Administration, teaching, and managing the Seminole County Cooperative Extension Service. Supervises and evaluates educational programs in the areas of commercial agriculture/horticulture, urban horticulture, home economics, 4-H, and other youth work, energy, and community resource development.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Provides overall administration, supervision, and coordination of the Seminole County Extension Services, including personnel, facilities, budgets, reports, and programs. Directs program development, implementation and evaluation in the areas of commercial agriculture, Family and Consumer Sciences, 4-H youth development and urban/home horticulture.

Prepares, submits and implements annual plan of work to Department Director and University of Florida-IFAS Cooperative Extension Service. Follows all University of Florida and County policies and procedures. Assumes other responsibilities as directed by the Department Director and University of Florida District Extension Director in support of a comprehensive Cooperative Extension Programs.

Effectively involves an Advisory Committee in Extension Services Program development and support.

Initiates and effectively recommends for final approval by the Department Director, hiring, performance evaluations, termination, disciplinary and/or commendatory actions for assigned personnel.

Prepares and presents division budget for submittal to the Department Director and the University of Florida IFAS's Cooperative Extension Service.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

Thorough knowledge and understanding of Extension Services subject area. Knowledge of administrative management practices and procedures. Knowledge and experience with computer technology as applied to Cooperative Extension Services Programs is required.

Ability to communicate orally and in writing. Ability to prepare concise, clear and comprehensive reports. Ability to collaborate appropriately with County and area agencies/organizations to conduct Extension Services Programs. Ability to provide effective supervision and management to faculty, staff and volunteers. Ability to communicate effectively both orally and in writing.

Must possess skills necessary to teach and evaluate programs for effectiveness and non-biased research. Must possess skills necessary to work with others to address program areas. Must possess skills necessary to work with volunteers and be able to train and track their effectiveness.

Master's Degree in Agriculture, Home Economics or a closely related field and five (5) years' responsible experience in Extension Service work. Must have demonstrated leadership ability in developing, and evaluating Extension Service Programs. Experience must include two (2) years' supervisory experience. State of Florida Extension policy allows currently employed faculty to apply for the Cooperative Extension Manager position regardless of their academic discipline.

Position requires work hours other than normal workday. Position may be required to work extra hours or nights and occasional weekends.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

This position is an appointed service Classification.

Working Conditions

The work environment for this position is a general office setting. The incumbent performs most duties either sitting at a desk, table or workstation. Position may be required to do some heavy lifting up to fifty pounds. This position has regular exposure to radiant and electrical energy found in an office environment.

